

Summer Student Hires for Bering Land Bridge National Preserve

Send in Application, Copy of Official Transcript, and Letter of Enrollment in by 3-30-2010

Send Application to:
Bering Land Bridge National Preserve
PO Box 220
Nome, AK 99762

Park Ranger Interpretation Student Hire Job Description

- Provide interpretive programs to visitors of all ages, especially children. Involving program participants in hands-on interactive activities with children both indoors and outdoors. Conduct Junior ranger and Tundra Tot programs. Provide ranger talks and family programs to visitors of all ages.
- Visit a village on the Seward Peninsula and co-lead a Junior Ranger Program for Village children
- Contribute to new Junior Ranger Book and Teacher Guide development, working on natural history section with Seasonal Work Leader.
- Work on online activities for youth, teachers and/or lifelong learners. This may include curriculum, podcasts, flash movies, blogging, etc.

Park Ranger Interpretation Student Hire Job Description (Beringia Program)

- Provide interpretive programs to visitors of all ages, especially children. Involving program participants in hands-on interactive activities with children both indoors and outdoors. Conduct Junior ranger and Tundra Tot programs. Provide ranger talks and family programs to visitors of all ages.
- Visit a village on the Seward Peninsula and co-lead a Junior Ranger Program for Village children
- Contribute to new Junior Ranger Book and Teacher Guide development work on cultural history section with Seasonal Work leader.
- Work on online activities for youth, teachers and/or lifelong learners. This may include curriculum, podcasts, flash movies, blogging, etc. for Beringia Program Website.

Office Support Clerk

- Receive and direct phone calls or visitors and process incoming and outgoing mail.
- Maintain Central Files containing both hard copy and electronic documents.
- Uses personal computer (this includes printers and copiers) to develop correspondence, memos, forms, and other standardized documents.

- Assists with keeping records for time and attendance, posting of fiscal expenditures, receipt and ordering of supplies and equipment.
- Must have knowledge of common clerical practices and procedures (grammar, spelling, capitalization, punctuation and required formats) applicable to preparation of correspondence, memorandums, and forms.
- Must have knowledge of clerical practices as they apply to collecting data and maintaining time and attendance records, maintaining inventories of supplies, and assessing with posting of fiscal and budget matters.
- Must have knowledge of office automation equipment to use standard software program for various office needs.

Application Requirements:

1. Send in a resume with applicable work experience and/or education. Make sure you account for all work experience. When listing dates worked be specific with start and end dates.
2. Send in an official copy of your transcripts. Unofficial transcripts will not be accepted and application packet will be considered incomplete.
3. Send in a signed letter of enrollment on institution letterhead indicating half-time or fulltime enrollment during the summer, or for the semesters immediately before and after the summer season. If enrolled in college please state what degree program you are in or intend to be in.

Any questions please contact us at (907) 443-2522 or 1-800-471-2352